DATA ITEM DESCRIPTION

1. TITLE	2. IDENTIFICATION NUMBER
SOFTWARE INSTALLATION PLAN (SIP)	**DID-FAA-026-02**

3. DESCRIPTION/PURPOSE

3.1 The Software Installation Plan (SIP) is a plan for installing software at user sites, including preparations, user training, and conversion from existing systems.

3.2 The developer shall develop a plan to install the software product in the target environment as designated in the contract. The resources and information necessary to install the software product shall be determined and be available. As specified in the contract, the developer shall assist the acquirer with the set-up activities. Where the installed software product is replacing an existing system, the developer shall support any parallel running activities that are required by contract. The installation plan shall be documented.

4. APPROVAL DATE (YYMMDD)	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)	6a. DTC APPLICABLE	6b. GIDEP APPLICABLE
August 11, 2000	**AIO-2/ASU-500**	N/A	N/A

7. APPLICATION/INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for data generated under the work task described by paragraph 5.3.12 of IEEE/EIA 12207.0

7.2 FAA, Commercial, or other existing, documents may be substituted for all or part of the SIP if they contain the required data.

8. APPROVAL LIMITATION	9a. REFERENCES	9b. AMSC NUMBER
NONE	**FAA-STD-026**	N/A

10. PREPARATION INSTRUCTIONS

10.1 General Instructions.

a. Automated techniques. Use of automated techniques is encouraged. The Contract Data Requirements List (CDRL, DD Form 1423 or equivalent) should specify whether the data are to be delivered on paper or electronic media; any requirements on the electronic representation (such as ASCII, CALS, or compatibility with a specified word processor or other support software).; whether the data may be delivered in developer format rather than in the format specified herein; and whether the data may reside in a computer-aided software engineering (CASE) or other automated tool rather than in the form of a traditional document. The term "document" in this DID means a collection of data regardless of its medium.

b. Alternate presentation styles. Diagrams, tables, matrices, and other presentation styles are acceptable substitutes for text when data required by this DID can be made more readable using these styles.

11. DISTRIBUTION STATEMENT

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

c. Title page or identifier. When data are delivered in the form of a traditional document, the Document shall include a title page containing, as applicable: document number; volume number; version/revision indicator; security markings or other restrictions on the handling of the document; date; document title; name, abbreviation, and any other identifier for the system, subsystem or item to which the document applies; contract number; CDRL item number; organization for which the document has been prepared; name and address of the preparing organization; and distribution statement. For data delivered in an alternative form, this information shall be included on external and internal labels or by equivalent identification methods.

d. Table of contents. When data are delivered in the form of a traditional document, the document shall contain a table of contents providing the number, title, and page number of each titled paragraph, figure, table, and appendix. For data delivered in an alternative form, this information shall consist of an internal or external table of contents containing pointers to, or instructions for accessing, each paragraph, figure, table, and appendix or their equivalents.

e. Page numbering/labeling. When data are delivered in the form of a traditional document, each page shall contain a unique page number and display the document number, including version, volume, and date, as applicable. For data delivered in an alternative form, files, screens, or other entities shall be assigned names or numbers in such a way that desired data can be indexed and accessed.

f. Response to tailoring instructions. When data are delivered in the form of a traditional document, paragraphs that have been tailored out of the DID shall result in the corresponding paragraph number and title in the document, followed by "This paragraph has been tailored out." For data delivered in an alternative form, this representation need occur only in the table of contents or equivalent.

g. Multiple paragraphs and subparagraphs. Any section, paragraph, or subparagraph in this DID may be written as multiple paragraphs or subparagraphs to enhance readability.

h. Standard data descriptions. If a data description required by this DID has been published in a standard data element dictionary specified in the contract, reference to an entry in that dictionary is preferred over including the description itself.

10.2 Content requirements. Content requirements begin on the following page. The numbers shown designate the paragraph numbers to be used in the document. Each such number is understood to have the prefix "10.2" within this DID. For example, the paragraph numbered 1.1 is understood to be paragraph 10.2.1.1 within this DID.

1. Scope. This section shall be divided into the following paragraphs.

1.1 Identification. This paragraph shall contain a full identification of the system and the software to which this document applies, including, as applicable, identification number(s), title(s), abbreviation(s), version number(s), and release number(s).

1.2 System overview. This paragraph shall briefly state the purpose of the system and the software to which this document applies. It shall describe the general nature of the system and software; summarize the history of system development, operation, and maintenance; identify the project sponsor, acquirer, user, Supplier, developer, and support agencies; identify current and planned operating sites; and list other relevant documents.

1.3 Document overview. This paragraph shall summarize the purpose and contents of this plan and shall describe any security or privacy considerations associated with its use.

1.4 Relationship to other plans. This paragraph shall describe the relationship, if any, of the SIP to other project management plans.

2. Referenced documents. This section shall list the number, title, revision, and date of all documents referenced in this plan. This section shall also identify the source for all documents not available through normal Government stocking activities.

3. Installation overview. This section shall be divided into the following paragraphs to provide an overview of the installation process.

3.1 Description. This paragraph shall provide a general description of the installation process to provide a frame of reference for the remainder of the document. A list of sites for software installation, the schedule dates, and the method of installation shall be included.

3.2 Contact point. This paragraph shall provide the organizational name, office symbol/code, and telephone number of a point of contact for questions relating to this installation.

3.3 Support materials. This paragraph shall list the type, source, and quantity of support materials/consumables needed for the installation. Included shall be items such as magnetic tapes, disk packs, computer printer paper, and special forms.

3.4 Training. This paragraph shall describe the developer's plans for training personnel who will operate and/or use the software installed at user sites. Included shall be the delineation between general orientation, classroom training, and "hands-on" training.

3.5 Tasks. This paragraph shall list and describe in general terms each task involved in the software installation. Each task description shall identify the organization that will accomplish the task, usually either the user, computer operations, or the developer. The task list shall include such items as:

a. Providing overall planning, coordination, and preparation for installation

b. Providing personnel for the installation team

c. Arranging lodging, transportation, and office facilities for the installation team

d.   Ensuring that all manuals applicable to the installation are available when needed

e.   Ensuring that all other prerequisites have been fulfilled prior to the installation

f.   Planning and conducting training activities

g.   Providing project personnel for the training

h.   Providing computer support and technical assistance for the installation

i.   Providing for conversion from the current system

3.6 Personnel. This paragraph shall describe the number, type, and skill level of the personnel needed during the installation period, including the need for multi-shift operation, clerical support, etc.

3.7 Security and privacy. This paragraph shall contain an overview of the security and privacy considerations associated with the system.

4.   Site-specific information for software center operations staff. This section applies if the software will be installed in computer center(s) or other centralized or networked software installations for users to access via terminals or using batch inputs/outputs. If this type of installation does not apply, this section shall contain the words "Not applicable."

NOTE: x = Multiple sites

4.x (Site name). This paragraph shall identify a site or set of sites and shall be divided into the following subparagraphs to discuss those sites. Multiple sites may be discussed together when the information for those sites is generally the same.

4.x.1 Schedule. This paragraph shall present a schedule of tasks to be accomplished during installation. It shall depict the tasks in chronological order with beginning and ending dates of each task and supporting narrative as necessary.

4.x.2 Software inventory. This paragraph shall provide an inventory of the software needed to support the installation. The software shall be identified by name, identification number, version number, release number, configuration, and security classification, as applicable. This paragraph shall indicate whether the software is expected to be on site or will be delivered for the installation and shall identify any software to be used only to facilitate the installation process.

4.x.3 Facilities. This paragraph shall detail the physical facilities and accommodations needed during the installation period. This description shall include the following, as applicable:

a.   Classroom, work space, and training aids needed, specifying hours per day, number of days, and shifts

b.   Hardware that must be operational and available

c.   Transportation and lodging for the installation team

4.x.4 Installation team. This paragraph shall describe the composition of the installation team. Each team member's tasks shall be defined.

4.x.5 Installation procedures. This paragraph shall provide step-by-step procedures for accomplishing the installation. References may be made to other documents, such as operator manuals. Safety precautions, marked by WARNING or CAUTION, shall be included where applicable. The procedures shall include the following, as applicable:

a. Installing the software
b. Checking out the software once installed
c. Initializing databases and other software with site-specific data
d. Conversion from the current system, possibly involving running in parallel
e. Dry run of the procedures in operator and user manuals
f. QA and CM Configuration Integrity Verification Procedures, Initial, Daily, and Pre-Test

4.x.6 Data update procedures. This paragraph shall present the data update procedures to be followed during the installation period. When the data update procedures are the same as normal updating or processing procedures, reference may be made to other documents, such as operator manuals.

5. Site-specific information for software users. This section shall provide installation planning pertinent to users of the software. When more than one type of user is involved, for example, users at different positions, performing different functions, or in different organizations, a separate section (Sections 5 through n) may be written for each type of user and the section titles modified to reflect each user.

5.x (Site name). This paragraph shall identify a site or set of sites and shall be divided into the following subparagraphs to discuss those sites. Multiple sites may be discussed together when the information for those sites is generally the same.

5.x.1 Schedule. This paragraph shall present a schedule of tasks to be accomplished by the user during installation. It shall depict the tasks in chronological order including beginning and ending dates for each task and supporting narrative as necessary.

5.x.2 Installation procedures. This paragraph shall provide step-by-step procedures for accomplishing the installation. Reference may be made to other documents, such as user manuals, FAA documents. Safety precautions, marked by WARNING or CAUTION, shall be included where applicable. The procedures shall include the following, as applicable:

a. Performing the tasks under 4.x.5 if not performed by operations staff
b. Initializing user-specific data
c. Setting up queries and other user inputs
d. Performing sample processing
e. Generating sample reports
f. Conversion from the current system, possibly involving running in parallel
g. Dry run of procedures in user manuals

5.x.3 Data update procedures. This paragraph shall be divided into subparagraphs to present the user's data update procedures to be followed during the installation period. When update procedures are the same as normal processing, reference may be made to other documents, such as user manuals, and to Section 4 of this document

6. Notes. This section shall contain any general information that aids in understanding this document (e.g., background information, glossary, rational). This section shall include an alphabetical listing of all acronyms, abbreviations, and their meanings as used in this document and a list of terms and definitions needed to understand this document. If section 5 has been expanded into section(s) 6,...n, this section shall be numbered as the next section following section n.

A. Appendixes. Appendixes may be used to provide information published separately for convenience in document maintenance (e.g., charts, classified data). As applicable, each appendix shall be referenced in the main body of the document where the data would normally have been provided. Appendixes may be bound as separate documents for ease in handling. Appendixes shall be lettered alphabetically (A, B, etc.).